Fact Sheet

Pesticide Vendor Licences

The Ministry of the Environment (MOE) pesticide licensing program is regulated by the Pesticides Act and Ontario Regulation 63/09. In accordance with legislation, the Environmental Approvals Access and Service Integration Branch (EAASIB) manages licensing for the sale, storage, display, use, transportation and disposal of federally registered and provincially classified pesticides. This fact sheet provides information for prospective distributors of pesticide products.

1. Do I require a Vendor licence?

Any person or business that sells, offers to sell or transfers pesticides in Ontario must hold an Ontario pesticide Vendor licence, unless exempt by the regulations. A vendor licence is not required to sell the following pesticides products:

- a Class 3 pesticide that is to be used as a bactericide in cutting oil or marine or aviation fuels;
- a Class 4 or 5 pesticide that is a paint, stain, sealer or wood preservative, if no food is prepared, sold or stored at the sales outlet where the pesticide is sold or transferred;
- a Class 4 or 5 pesticide that is a disinfectant, cleanser or bactericide;
- a Class 6 pesticide; or,
- a pesticide that is to be transported out of Ontario.

A Vendor licence is also not required to sell, offer to sell or transfer pesticide products that are living animals such as nematodes, ladybird beetles or praying mantis egg capsules.

2. What type of Vendor licence do I need?

There are two types of Vendor licences – a Limited Vendor licence and a General Vendor licence. A Limited Vendor licence authorizes the holder to sell Class 5, 6 or 7* pesticide products. A General Vendor licence authorizes the holder to sell Class 1 to 7* pesticide products.

Note: Class 8 pesticide products cannot be sold or offered for sale in Ontario. Also, classes 1, 2, 3, 4 and 7 pesticide products must be displayed such that the public does not have ready access to them. A licensed Vendor must ensure, by whatever method is most suitable, that the public cannot access these products until it is provided by a store employee.

* A licensed Vendor must give written information, approved by the MOE (i.e. the Class 7 Handout), to consumers at the time of purchase of a Domestic Class 7 product, to inform them that certain uses are not allowed under the cosmetic pesticide ban or a Restricted Class 7 pesticide product (i.e. bear repellants) to inform them of restrictions (sample of the handout is available in the "Resources" section of the MOE's website at http://www.ene.gov.on.ca/en/land/pesticides/class7.php.).

3. How do I qualify for a Vendor licence?

To qualify for a Limited Vendor licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.

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To qualify for a General Vendor licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.
- Employ a full time certified outlet representative who is at least 16 years of age and in the last 5 years:
    a. Has successfully completed the Pesticides Vendor Certification Course, or
    b. Has been recertified or,
    c. Has been granted an Ontario Outlet Representative certificate from Ridgetown Campus if originally licensed as a vendor/dispenser in another province or territory.

  For information regarding pesticide certification, please contact Ridgetown Campus, University of Guelph (contact information provided at the end of this fact sheet).

4. What is a certified Outlet Representative?

A certified Outlet Representative is someone who has successfully completed the Pesticide Vendor Certification Course. A certified outlet representative must be at least 16 years of age and must work full time at the sales outlet covered by the Vendor's licence. The certified Outlet Representative is responsible to ensure that all operations of the sales outlet are carried out in accordance with the Pesticides Act and Ontario Regulation 63/09.

5. How do I apply for a Vendor licence?

To apply for a Vendor licence, you must complete and submit an "Application for a Vendor licence for Pesticide Sales" to the EAASIB, Director under the Pesticides Act, at the contact information provided at the end of this fact sheet as follows:

- completed and signed "Application for a Vendor licence for Pesticide Sales" form, and
- proof of legal name of your business
    - Updated Corporate Profile Report, Master Business Licence
    - "Initial Notice or Notice of Change"
    - Articles of Incorporation
    - Extra-Provincial Licence (for out of Province companies), or
    - Birth Certificate (for applicants applying as an individual)

For General Vendor applicants only, please also include:

- a true copy of the certificate of your outlet representative

The application form, publication number 4191, is available in the "Resources" section of the MOE's website at http://www.ene.gov.on.ca/environment/en/resources/STD01_076157.html or you may request that the application be mailed to you by contacting the EAASIB at the contact information provided at the end of this fact sheet.

6. What information do I need to include with my application?

You will be asked to include the following information when you complete the "Application for a Vendor licence for Pesticide Sales":

- Licence information
    - Information about the licence you are applying for and the licence(s), if any, that you or your company currently holds.

- Mailing address
    - The address where you or your company receive mail.

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- Physical address
  - You must provide this if your primary company work location is different than the address where your company receives mail. **You can not use a PO Box as a physical address.**

- Certified outlet representative information (General Vendors only)
  - If you are applying for a General Vendor licence, then you must include the full name of the certified outlet representative, Pesticides Vendor Certificate number and expiry date of the certificate. A copy of the certificate must be included with your application.

- Payment
  - Limited Vendor licences are subject to a $110 fee and are issued for a 5 year period.
  - General Vendor licences are subject to a $200 fee and are issued for a 5 year period.

  The fee is payable to the Ontario Minister of Finance and may be paid by certified cheque, money order, Visa, MasterCard, or American Express.

7. How do I renew my licence?

As set out in subsection 34 (2) of Ontario Regulation 63/09 made under the Pesticides Act, vendor licence-holders seeking renewal are required to submit applications for renewals to our office **at least 60 days prior** to the licence expiry date.

You will receive a notice in the mail 90 days prior to the expiration of your licence to assist you in meeting this renewal application deadline. This notice will provide you with detailed instructions on how to renew your licence. If you do not receive a renewal notice or have questions about the renewal process, please contact the EAASIB at the contact information provided at the end of this fact sheet.

Please note: where vendor renewal applications are submitted after the deadline set out above, instead of renewing your existing licence, a new licence will be issued. Also, if your renewal application and payment is received on time, your licence will continue to be valid until the renewal is granted or refused (see subsection 13 (6) of the Pesticides Act).

8. How do I update my information on file?

If any information submitted with your new or renewal application has changed, such as a change of address due to a move, or a change of the company's official representative or certified outlet representative, you must notify the MOE within 10 days of the change using a form supplied by the ministry. The "Pesticide Licence Information Update Form", publication number 4890 is available on the MOE website at http://www.ene.gov.on.ca/environment/en/resources/STD01_076158.html or from the EAASIB at the contact information provided at the end of this fact sheet. Alternatively, you may send a signed letter, on company letterhead, stating the information that has changed, including your name, phone number and vendor licence number.

9. Can I transfer my licence to a new owner if I sell my business?

No. A Vendor licence is not transferable. You will need to revoke the existing licence and the new owner will have to apply for a new licence.

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10. When do I need to provide written notice to the Fire Department?

Every vendor that stores Class 1 to 8 pesticides must give written notice annually to the Fire Department responsible for the area in which the pesticide is stored. Five "Fire Department Notification Cards" will be included with your Vendor licence (one for each year).

11. Do I need a separate Vendor licence if my business operates out of more than one location?

Yes. Vendor licences are only valid for the company they are issued to and for the address printed on the face of the licence. Every location that sells, offers to sell or transfers pesticides requires a separate licence. In addition, each location that is issued a General Vendor licence must employ a Certified Outlet Representative that works full-time at the location covered by the licence.

12. What is a pesticide class?

Federally registered pesticide products are classified in Ontario under the Pesticides Act and Ontario Regulation 63/09 as follows:

Classes 1 to 7 are pesticide products for sale and use;
Class 8 pesticide products are banned domestic products that cannot be sold or used in Ontario, but can be stored until properly disposed of or transferred out of Ontario;
Class 9 pesticides are banned for use unless excepted under the regulation;
Class 10 pesticides are banned for use unless excepted under the regulation for public health or safety – poisonous plants;
Class 11 pesticides are ingredients contained in pesticide products classified in Classes 1 to 8 (ie biopesticides and lower risk pesticides allowed for use under the regulation).

Consult the document *Pesticide Classification Guideline for Ontario* available on the MOE's website at http://www.ene.gov.on.ca/environment/en/resources/STD01_076412.

The information contained in this document is of a general nature only and is not intended to constitute advice for any specific situation. Please note that the texts of many Ontario statutes and regulations are available on the internet at www.e-laws.gov.on.ca.

For more information about pesticide certification prior to applying for a licence, please contact:

Ontario Pesticide Education Program (OPEP)
University of Guelph Ridgetown Campus
120 Main St E, Ridgetown, ON N0P 2C0

Toll Free: 1-800-652-8573 Phone: 519-674-2230
Fax: 519-674-1589
Email: opep@ridgetownc.uoguelph.ca
Website: http://www.opep.ca

For more information about pesticide licensing or to obtain an application package, please contact:

Ministry of the Environment

Environmental Approvals Access and Service Integration Branch

2 St Clair Ave W, Fl 12A, Toronto, ON M4V 1L5

Toll Free: 1-800-461-6290 Phone: 416-314-8001
Fax: 416-314-8452
Email: EAASIBGen@ontario.ca
Website: www.ene.gov.on.ca

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